

Aids Banking System – User Manual (revised 8/6/13)

Users Responsibilities:

Authorized Representative

As the Authorized Representative for your organization, DPI is requesting that you perform the following:

- a) Review and/or verify your W-9 form information under the tab marked **W-9**. If applicable, any changes made will replace any previously supplied information on file at DPI. By submitting a W-9, you are certifying that the tax id number you are providing to DPI is correct and accurate.
- b) Under the Users tab, the authorized representative should designate two separate individuals in your organization to enter and validate the banking information. The "Originator" will enter the banking information and the "Verifier" will validate the information entered by the "Originator". Note: You, as the authorized representative have the option to be either the "Originator" **OR** the "Verifier" (**you cannot be both**).
- c) If the Authorized Representative chooses to be the Originator **OR** the Verifier, he/she will need to log out and log in to the application **after** the data has been saved under the "Users tab".

Designated Originator

As the Designated Originator of the banking information, please review and revise, if necessary, the banking information displayed under the Banking tab. After making corrections, please save and the Verifier for your organization will be informed via email to validate information provided.

Designated Verifier

As the Designated Verifier, you are required to validate the banking information provided by the Originator. If the banking information is correct, please print out form PI-1145 and obtain the proper signatures from the bank representative and the designated administrators at your organization. Once completed, you will be required to log back into the system and upload the completed form under step 2.

W-9 Information:

Please review your current W-9 tax information on file at the Department of Public Instruction and confirm that it is correct. Please verify the following information before submitting to DPI:

1. Legal Name
2. Taxpayer Identification Number and Type (Social Security or Employer Identification Number (EIN)).
3. Entity Designation
4. Legal Address of the Entity

Bank Account Information:

Effective Date for Bank Account

The effective date needs to be the first date the account would be available to receive payments. In addition, the effective date **must be greater than 30 days** from today's date.

Local Government Investment Pool (LGIP) Account Information:

Note: LGIP account is only available to Public agencies.

Effective Date for LGIP Account

The effective date needs to be the first date the account would be available to receive payments. In addition, the effective date **must be greater than 30 days** from today's date.

If you have questions or need additional information or clarification, please send an e-mail to the following address: achpayments@dpi.wi.gov